	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	1/Administrative/Fiscal
	Section No./Name	1-28/Ebola Travel Policy
	Document No./Name	1-28/Ebola Travel Policy
	Effective Date	02/02/15

I. STATEMENT OF POLICY

In accordance with [Executive Order BJ 14-13](#), the Department of Children and Family Services (DCFS) this policy sets forth the implementation of practical, precautionary measures to reduce this foreseeable threat to the citizens of this state.


This policy applies to all bureaus/divisions/sections of DCFS and to all DCFS employees (civil servants and contractors), regardless of status.

II. PROCEDURES

Reporting Requirement to DCFS Human Resources

DCFS employees are advised and strongly encouraged to forego non-essential travel, business and personal, to the countries identified by the United States Centers for Disease Control and Prevention (CDC) as posing a threat of contracting the Ebola Virus Disease. If travel to such a country is planned, the following requirements must be satisfied:

- 1) An employee intending to travel beyond the continental United States shall review the information posted to www.cdc.gov to determine if the country to be visited has been identified by the CDC as posing a threat of contracting the Ebola Virus Disease;
- 2) Any DCFS employee intending to travel to an affected country is required to notify the Human Resources Director as soon as possible, but in no event later than five (5) business days prior to departure, and immediately upon return;
- 3) If a member of a DCFS employee's household intends to travel to an affected country, the employee is required to notify the Human Resources Director as soon as possible, but in no event later than five (5) business days prior to departure, and immediately upon return;
- 4) Any DCFS employee shall immediately notify the Human Resources Director if he/she develops symptoms associated with the Ebola Virus Disease while traveling internationally or within twenty-one (21) days of departure from an affected country;
- 5) Any DCFS employee shall notify the Human Resources Director if a household member develops symptoms associated with the Ebola Virus Disease while traveling internationally or within twenty-one (21) days of departure from an affected country;
- 6) In reporting to the Human Resources Director, any DCFS employee shall provide the following information:
 - a) The name, home address, e-mail address and telephone number of the individual(s) traveling to the affected country;

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- b) The country(s) to be visited; and
- c) The dates of arrival and departure from the affected country.

Reporting Requirement to Louisiana Department of Health and Hospitals (DHH)


DCFS's Human Resources Director shall report any and all intended travel to an affected country by DCFS employees or members of a DCFS employee's household to the Department of Health and Hospitals, Infectious Disease Epidemiology Section. This reporting requirement to DHH must be satisfied within forty-eight (48) hours of receiving the information if prior to travel or within twenty-four (24) hours of receiving the information if subsequent to travel. The report shall be made by e-mail to IDEPI@la.gov utilizing DHH's Ebola Travel Notification Form.

DCFS's Human Resources Director shall be the department's designated liaison between DHH's public health officials and any DCFS employee whose personal international travel or the international travel of a household member is implicated by this policy. The Human Resources Director will coordinate any communications and/or monitoring required of the employee deemed necessary by such officials. In so doing, the Human Resources Director shall seek and follow the guidance and directives of DHH and the CDC. Additionally, employees shall comply with the following non-exclusive requirements imposed by DHH and the CDC.

Advisories/Restrictions

Upon return from traveling to an affected country as identified by the CDC at the time of the employee's or household member's departure or return:

- 1) DCFS employees shall not be permitted to return to work for twenty-one (21) days after departing the affected country. Arrangements shall be made through the Human Resources Director for the employee to utilize leave for this period of time to avoid any loss of income.
- 2) DCFS employees shall not be permitted to return to work for twenty-one (21) days after a household member returns from traveling to an affected country.
- 3) DCFS employees are strongly advised to not use commercial transportation (including airline, ship, bus, train, taxi or other public conveyance) for twenty-one (21) days after departing an affected country.

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- 4) DCFS employees are strongly advised to not appear in places of public congregation (including schools, places of worship, sporting events, restaurants, grocery stores, gymnasiums, theatres, etc.) for twenty-one (21) days after departing an affected country.
- 5) DCFS employees shall strongly encourage members of their household to refrain from travelling to affected countries.
- 6) DCFS employees shall strongly encourage members of their household to not use commercial transportation nor visit any place of public congregation for twenty-one (21) days after departing an affected country.
- 7) DCFS employees who personally or whose household members travel to an affected country will not return to work until certified, in writing, as medically eligible to do so by a qualified healthcare professional.
- 8) DCFS employees who personally or whose household members travel to an affected country are required to daily communicate with and be monitored by public health officials for twenty-one (21) days after departing an affected country to quickly identify any potential symptoms of the Ebola Virus Disease.

Confidentiality

The information provided to Human Resources by DCFS employees in compliance with this policy shall be maintained in strict confidence and disclosed only on a need-to-know basis. Under no circumstance will this policy be enforced in a manner violative of the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPAA) or any other applicable federal or state law, rule or regulation.

Exceptions


There shall be no exceptions to the requirements of this policy. Full cooperation and compliance by all DCFS employees are expected and required.

Questions

Questions regarding this policy should be addressed to the Human Resources Director.

III. FORMS AND INSTRUCTIONS

[DHH Ebola Travel Notification Form \(Page 4 of PDF\)](#)
[DHH Public Health Guidance for Travel to and from Ebola-Affected Countries](#)

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IV. REFERENCES

www.cdc.gov

www.dhh.louisiana.gov